



## **WE HAVE THE TECHNOLOGY!!!**

**From ANYWHERE in the  
world you can listen to  
your voicemail messages,  
change your personal  
greeting and more....**

### **To listen to new messages:**

- 1). Dial 846-7245 and enter \* and your extension number.
- 2). Enter you extension number followed by the pound sign (#).
- 3). You will be prompted from there...

### **To change your personal greeting:**

- 1). Enter \* and your extension number.
- 2). Enter your extension number again followed by #.
- 4). Press 4.

**Either:** Press 1 to change your personal greeting. Press 1 again. Press 3 to erase and re-record current greeting. Press pound to save recording or press 3 to erase and re-record.

**Or:** Press 2 to change your name in the directory (double check to be sure that it is your name), followed by 3 to erase current name. Press pound to save recording or press 3 and re-record.